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## **TRAVEL MANAGER PREPARER'S GUIDE**

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### **VOUCHER**

Upon completion of travel, a voucher is required for the traveler to be reimbursed for travel expenses. The process to create a voucher using the data from the existing travel authorization is discussed in this section.

# VOUCHER

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## CREATE A VOUCHER FROM AUTHORIZATION


The voucher is a copy of the travel authorization. Copied over into the voucher will be the approved estimated travel expenses as well as the Travel Authorization (TA) number used by the Regional Finance Office (RFO) to track the documents. Because it is important to have the voucher reflect the same TA number as the Authorization, when creating the voucher never select from the Document Type on the New Document page the selection “Voucher”. Always select the Voucher From Authorization Document Type. Also it is not necessary to go to each page of the document. Some pages may not require changes or updates. Use the links on the Document toolbar to skip from one page to another.

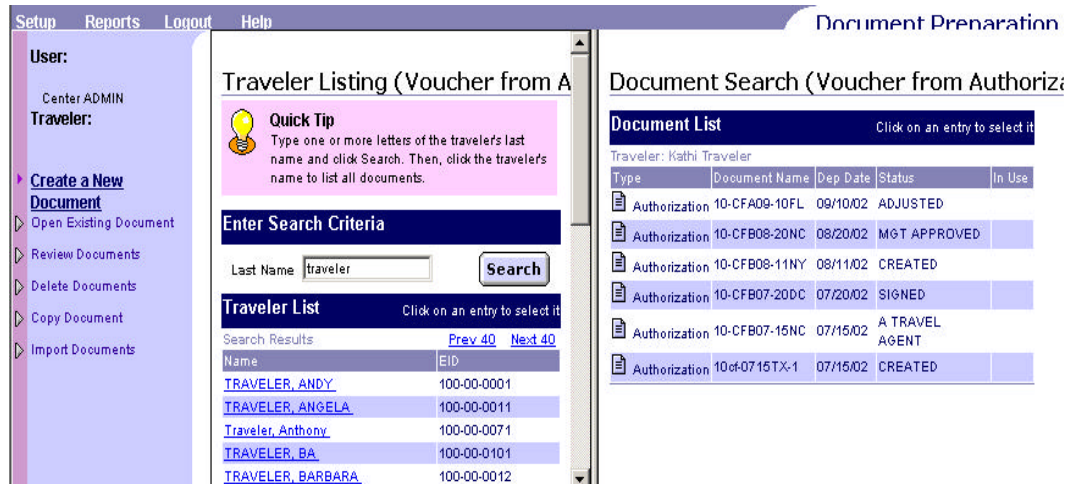
### A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document toolbar on the left side of the page. The New Document page will be displayed.

2. Select Voucher From Authorization from the Document Type pull down list. **NEVER** select Voucher.

3. Click in the **Document Name** field. The page will be refreshed.
4. The Traveler Listing (Voucher from Authorization) page will be displayed.


- Click in the **Last Name** field under the Enter Search Criteria area and enter the last name of the Traveler. Click the  button beside the Last Name field.
- The Traveler Listing (Voucher from Authorization) page will be displayed with the Traveler's name.
- A list of authorization documents will be displayed in the **Document List** in the Document Search (Voucher from Authorization) area on the right.



The screenshot shows the IFM Travel Manager interface. On the left is a navigation menu with options like 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area is divided into two sections: 'Traveler Listing (Voucher from Authorization)' and 'Document Search (Voucher from Authorization)'. The 'Traveler Listing' section includes a 'Quick Tip' and an 'Enter Search Criteria' area with a 'Last Name' field containing 'traveler' and a 'Search' button. Below this is a 'Traveler List' table with columns 'Name' and 'EID'. The 'Document Search' section includes a 'Document List' table with columns 'Type', 'Document Name', 'Dep Date', 'Status', and 'In Use'.

Name	EID
TRAVELER, ANDY	100-00-0001
TRAVELER, ANGELA	100-00-0011
Traveler, Anthony	100-00-0071
TRAVELER, BA	100-00-0101
TRAVELER, BARBARA	100-00-0012

Type	Document Name	Dep Date	Status	In Use
Authorization	10-CFA09-10FL	09/10/02	ADJUSTED	
Authorization	10-CFB08-20NC	08/20/02	MGT APPROVED	
Authorization	10-CFB08-11NY	08/11/02	CREATED	
Authorization	10-CFB07-20DC	07/20/02	SIGNED	
Authorization	10-CFB07-15NC	07/15/02	A TRAVEL AGENT	
Authorization	10cf0716TX-1	07/15/02	CREATED	

- Click the **Document** icon  next to the desired authorization from the list. The New Voucher From Authorization page will be re-displayed.

#### NOTE

*A document is 'edit locked' when an asterisk (\*) will be displayed in the 'IN USE' column on the right side of the list. The document cannot be selected until the edit lock has been removed. ONLY the user who caused the edit lock can remove the edit lock or you can call the BASO Resource Center at 358- IFMP (4367) to have it removed.*

- Click the **Create this Document** button in the **For this Document you can:** area in the top right. The Itinerary Information page will be displayed. *Note that the Document Name and SSN fields will be populated with the data from the authorization.*



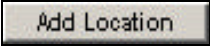


## B. ITINERARY

EID/Excl	Added Date	Location	Depart Date
	08/16/02	ORLANDO NAVAL & MC RESERVE GTR, FL	08/12/02


- Review and make any necessary changes to the Itinerary page.

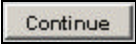
#### NOTE

*If Itinerary dates or Per Diem locations change from what was authorized, it is better to amend the authorization prior to creating the voucher.*

- a. Click the **Update** icon  to edit Per Diem Location records for modifications.
  - b. Click the **Delete** icon  to delete Per Diem Location records.
  - c. Click the  button in the **Per Diem Locations** area at the bottom of the page to add another per diem location to the document.  
*Refer to Create an Authorization for instructions on adding a location to the document.*
2. Change the travel dates
- a. Click the **Delete** icon  next to the location in the Per Diem Locations area at the bottom of the page.
  - b. Adjust the Begin Travel or the End Travel dates listed in the Departure and Return Information area of the page.
  - c. Re-enter the Per Diem location. *Refer to the Create an Authorization section, Itinerary.*
3. Click the  **Itinerary** button in the **For this Document you can:** area in the top right to save the document to the database.
4. If the dates or the locations have changed click on the checkbox to place a 'v' in the box next to **Replace ALL lodging and M&IE information on this document** in the Per Diem Locations area at the bottom of the page. Travel Manager will recalculate the Lodging and M&IE on the voucher.

#### NOTE

*Click the  Itinerary button in the For this Document you can: area in the top right prior to clicking on any other button or link. Data may be lost if it is not clicked before going to other pages in the document.*

5. Click the  button in the **For this Document you can:** area in the top right or click the **link** on the Document toolbar for the next page to be modified. The Ticketed Transportation page will be displayed if the Continue button has been clicked.

## C. TICKETED TRANSPORTATION

Setup Reports Logout Help



Document Preparation




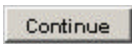
User: Center ADMIN  
Traveler: Kethi Traveler  
Voucher: 10-CFA09-10FL

• Document Summary  
• Trip Number  
• Traveler  
• Itinerary  
• **Ticketed Trans**  
• Expenses

**Quick Tip**  
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:  
Add Ticket  
Back Continue

	Ticket No	Exp Date	Type	Cost	Depart	Arrive	CR	CL	Tax
 	See Itinerary 1	02/10/02	AIR	295.00					no




1. Review and make any necessary changes to the ticketed transportation.
  - a. Click the **Update** icon  to edit Ticketed Transportation records for modifications.
  - b. Click the **Delete** icon  to delete Ticketed Transportation records.
  - c. Click the  **Add Ticket** button in the **For this Document you can:** area in the top right to add another ticket to the document. *Refer to Create an Authorization for instructions to add an additional ticket to the document.*
2. Click the  button in the **For this Document you can:** area in the top right to continue processing the voucher or click the link on the Document toolbar for the next page that needs modification. The Expense Entry page will be displayed if the Continue button was clicked.

## D. EXPENSES

**Expense Entry for 10-CFA09-10FL**

**Quick Tip**  
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.


Date: 06/10/2002  
Expense Type:   
Expense Description:   
Miles Traveled:   
Rate Selection:   
Rate:   
Cost:   
Comments:   
Copy Through Date:   
Cost Options:   
Reimbursable   
Taxable   
Expense Category:   
Print Method:   
Current Expenses:   
Action Date Expense Amount   
✖ 06/10/2002 RENTAL CAR 150.00   
Total: 150.00

1. Review and add or make any necessary changes to the expenses.
  - a. Click the **Update** icon  to edit any Current Expenses records for modifications.
    - (1) Click the Update icon next to the expense to be modified. The expense will appear in the upper area of the page.
    - (2) Change the date if necessary.
    - (3) Scroll to the **Cost** field and enter the correct amount.
    - (4) Click the  Current Expense button. The page will be refreshed and the expense item will be listed in the Current Expense area.
  - b. Click the **Delete** icon  to delete any Current Expenses records.
  - c. Add an expense
    - (1) Enter the correct date in the **Date** field in the Expense Entry area.
    - (2) Select the expense(s) from the Expense Type drop down list.
    - (3) Click anywhere on the document to refresh the page.
    - (4) Enter the amount in the **Cost** field.

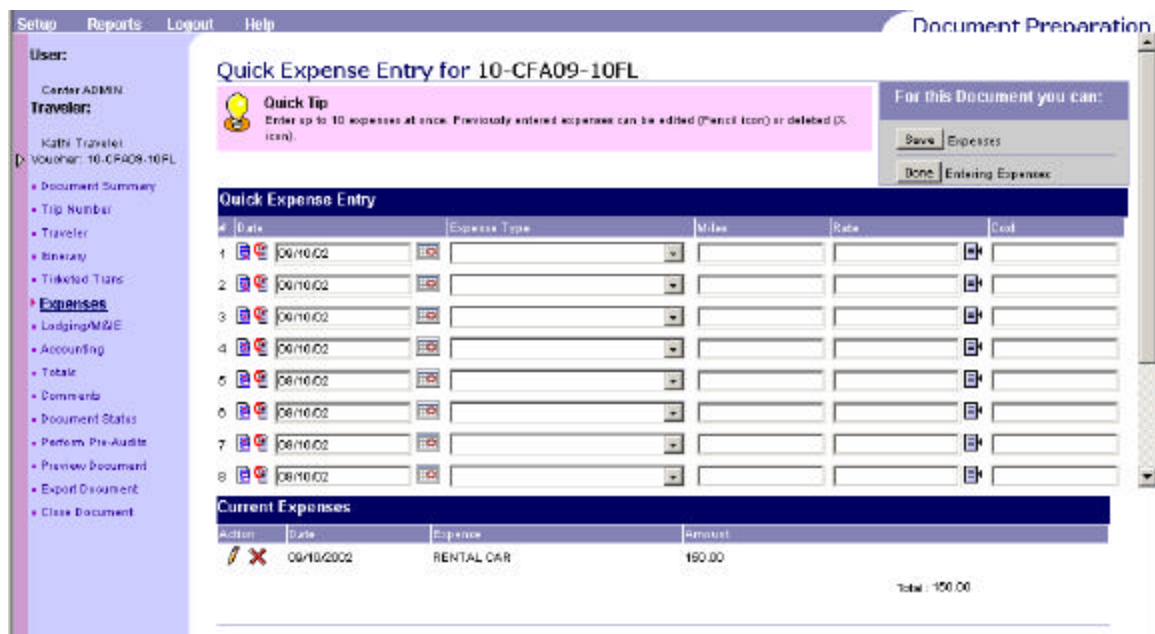


### NOTE



*A screen refresh will be done after each expense is selected. The system will fill the appropriate fields with data for the expense.*

2. Click the  **Current Expense** button in the **For this Document you can:** area in the top right. The Expense Entry page will be reset. The saved expense is listed under the **Current Expenses** area at the bottom of the page.
3. Click on the **Use Quick Expense** link in the **For this Document you can:** area in the top right to add expenses quickly. The Quick Expense Entry page will be displayed.

## E. QUICK EXPENSE ENTRY



#	Date	Expense Type	Miles	Rate	Cost
1	09/10/02				
2	09/10/02				
3	09/10/02				
4	09/10/02				
5	09/10/02				
6	09/10/02				
7	09/10/02				
8	09/10/02				


Action	Date	Expense	Amount
 	09/10/2002	RENTAL CAR	150.00

Total: 150.00

### NOTE

*Use Quick Expense to ADD expenses. Do not use Quick Expense to modify expenses.*

1. The page is divided in half. Each half is scrollable. The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document. Review the dates to be sure they are correct. If not,
  - a. Select expense from the Expense Type pull down list.

- b. Click in the **Cost** field and enter dollar amount.
  - c. Click the **Copy Expense** icon  to copy the expense from one row to row another.
  - d. Click the **Save Expenses** button in the **For this Document you can:** area in the top right to save the information.
2. The additional expenses will be displayed in the Current Expenses area at the bottom of the screen.

Action	Date	Expense	Amount
	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
	03/26/2002	TAXI	15.00
	03/26/2002	TAXI	20.00
	03/26/2002	TIPS FOR TAXI/LIMO	2.00
	03/27/2002	TAXI	15.00
	03/27/2002	TIPS FOR TAXI/LIMO	4.00
	03/30/2002	TAXI	30.00
	03/30/2002	TIPS FOR TAXI/LIMO	2.00
			Total: 93.00

3. Click the **Lodging/M&IE** link on the Document toolbar on the left side of the screen.

## F. LODGING/M&IE

Setup Reports Logout Help

User:  
Center ADMIN  
Traveler:  
Kathi Traveler  
Voucher: 10-CFA09-10FL  

- Document Summary
- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE**

Lodging/M&IE for 10-CFA09-10FL

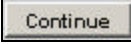





**Quick Tip**  
An asterisk (\*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

**For this Document you can:**  
Delete All Lodging and M&IE expenses  
Back Continue

**Lodging/M&IE Data**



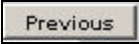

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
09/10/02			0.00	0.00	31.50	95 / 42					
09/11/02			0.00	0.00	42.00	95 / 42					
09/12/02			0.00	0.00	31.50	95 / 42					

1. Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization.
  - a. To reset all actuals or overrides that were entered on the authorization back to the per diem rates click the **Delete All Lodging and M&IE expenses** button in the **For this Document you can:** area in the top right if actuals or overrides were not incurred during the trip.

- b. The  button in the **For this Document you can:** area in the top right goes to the Available Accounting Code page.
  - c. The  button in the **For this Document you can:** area in the top right returns to the Expenses Entry page.
  - d. To delete a specific Lodging/M&IE record, click the **Delete** icon  for the desired record. The lodging costs will be zeroed rather than reset.
  - e. To copy lodging costs from one line to the lines below, use the **Replicate** icon .
  - f. Use the **Update** icon  to edit the Lodging/M&IE records. The Update Lodging and M&IE Expenses page will be displayed, corrections can be made on this page.
2. Click on the **Update** icon  of the first Lodging/M&IE record to be edited/modified. The Update Lodging and M&IE Expenses page will be displayed.

3. All changes made to the Update Lodging and M&IE Expenses record can be applied to any or all records from the date displayed by changing the **Apply Through Date** value below the **For this Document you can:** area in the top right. The changes made on the displayed day will be made to all days through the date entered. *Note: If information is changed for each individual day, the changes will need to be entered twice for the changes to*

*take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.*

- a. To override any Lodging and/or M&IE costs click the  **Lodging and M&IE** button in the **For this Document you can:** area in the top right. This can be used for extended travel that is greater than 30 days.
  - b. Actuals may be claimed by clicking the check box in the Actuals area of the Update Lodging and M&IE Expenses page. Specific costs may be entered for meals and incidentals. The lodging actuals amount should be entered in the Lodging field within the Lodging area. Justification for using actuals should be explained in the Comments textbox on the Comments page.
  - c. If leave is taken during the travel period it can be indicated in the **Leave Data** area. The number of leave hours will default to what has been set for the traveler. If 4 hours or more of leave is taken, the meals and lodging costs will be deducted from that day's expenses. *(\*\* If exactly 4 hours are taken, enter 4.01 in the leave data hours field. Regulations have changed, and this must be done for Travel Manager to calculate properly. Otherwise enter the amount of hours taken.\*\*)*
  - d. If the traveler does not pay for a meal, the appropriate box in the **Meals Provided** area should be marked to indicate the cost of the meal(s). Travel Manager will deduct the cost for the meal(s) for the date.
  - e.  **Expense** and  **Expense** buttons in the **For this Document you can:** area in the top right will go forward to the next day or back to the previous day's Lodging and M&IE record.
4. Click in the **Lodging** field and enter lodging cost incurred. Enter the last day of the trip in the **Apply Through Date** if lodging cost are the same for the entire trip.
  5. Click the  **Expense Changes** button in the **For this Document you can:** area in the top right. The Lodging/M&IE page will be re-displayed showing all lodging and/or M&IE changes. Notice the last day has no lodging amount because it is the return day.

Setup Reports Logout Help Document Preparation

User: Center ADMIN  
 Traveler: Kathi Traveler  
 Voucher: 10-CFA09-10FL

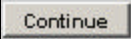
Document Summary  
 Trip Number  
 Traveler  
 Itinerary  
 Ticketed Trans  
 Expenses  
 Lodging/M&IE

### Lodging/M&IE for 10-CFA09-10FL

**Quick Tip**  
 An asterisk (\*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

**For this Document you can:**  
 Delete All Lodging and M&IE expenses  
 Back Continue

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
09/10/02			0.00	0.00	31.50	95 / 42					
09/11/02			0.00	0.00	42.00	95 / 42					
09/12/02			0.00	0.00	31.50	95 / 42					

- After all changes are made, click the  button in the **For this Document you can:** area in the top right to continue processing the voucher or click the **link** on the Document toolbar for the next page to be modified. The Available Accounting Codes page will be displayed if the Continue button was clicked.

## G. ACCOUNTING

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that **MUST** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix “FC” and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### Selecting and Entering FCS Elements in Travel Manager

1. Enter the Account Code Label on the Available Accounting Codes page.

#### Available Accounting Codes for 10-CFB06-16CA

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code:

**For this Document you can:**

to A Different Organization

New Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

**Search Results** [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
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2. Click the  button. The account code label will be displayed in the Master Accounting Codes area.

#### NOTE


***DO NOT*** click on the Add New Accounting Code. If the “Add” button is used, the accounting information will not be pulled into the document and it will not route for the account review.

3. Click on the Label under the Master Accounting Codes area and the account code will be added to the bottom half of the page in the **Accounting Codes for Current Document** area. Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### NOTE

*Always select the account code with Organization 10.*

### Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**  
**Accounting Code**



**Master Accounting Codes** Click Accounting Label to add to Document  
**Search Results**

Organization	Label	Classification Code
10	<a href="#">D09010XX004S423</a>	090-10-C1, SAT422003D, .....

**For this Document you can:**  
 to A Different Organization  
 New Accounting Code

**Accounting Codes for 10-CFA08-01DC** Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
  10	D09010XX004S423	090-10-C1, SAT422003D, .....	<a href="#">Extended</a>
 Edit  Delete			


- Click the **Update** icon  next to the desired label in the lower portion of the screen to edit the Accounting Code information. The Update Accounting Code page will be displayed. (Note: click the **Delete** icon  to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

### NOTE

*The Organization field defaults to "10". **DO NOT** change it for any reason.*



## Update Accounting Code for 10-CFA08-01DC

 <b>Quick Tip</b> You must enter an account label before Updating the Extended Acct Codes.		<b>For this Document you can:</b> <input type="button" value="Update"/> Extended Acct Codes <input type="button" value="Save"/> Acct Code Updates <input type="button" value="Cancel"/> Acct Code Updates	
Label	<input type="text" value="009010XX0045423"/>	<input type="checkbox"/> Save Accounting code and extended Accounting codes to master list	
Organization	<input type="text" value="10"/>		

Accounting Codes			
WBS	<input type="text" value="090-10-C1"/>	Internal Ord	<input type="text" value="FC100200"/>
Fund	<input type="text" value="SAT422003D"/>	Obj Class	<input type="text" value="2121"/>
Net/Act	<input type="text"/>		<input type="text"/>
Funds Res	<input type="text"/>		<input type="text"/>
Res Line Itm	<input type="text"/>		<input type="text"/>

- Enter FC100200 in **the Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a **required** field.
- Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a **required** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

### NOTE

*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

*The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at <http://travel.hq.nasa.gov/>.*

- Click the  **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re- displayed.



## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
--------------	-------	---------------------

**For this Document you can:**

to A Different Organization

New Accounting Code

Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	
Edit  Delete				

8. If a second account code is added, an **Allocate** link will be displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
--------------	-------	---------------------

**For this Document you can:**

to A Different Organization

New Accounting Code

Accounting Codes for 10-CFA08-01DC					Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	Allocate Cost	
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>	
10	D09010XX013H423	090-10-I1. HSF422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>	
Edit  Delete					

## Accounting Allocation Summary for 10-CFA08-01DC

**Quick Tip**  
Expenses can be allocated by expense type, percent, date, expense category, or amount.

**For this Document you can:**

**Close** Allocation Screen

Accounting Allocation Summary						
Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	0	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>
10	D09010XX013H423	0.00	0	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>

**Expense Category Allocation Breakdown for 'D09010XX004S423'**

Expense Category	Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

**Break by Expense Category**




Expense Category	Allocate by Amount
COM.CARRIER	<a href="#">100.00</a>
LODGING	<a href="#">356.00</a>
M&IE	<a href="#">99.00</a>
OTHER	<a href="#">0.00</a>
RENTAL CAR	<a href="#">100.00</a>

**Expense Category Allocation Breakdown for 'D09010XX013H423'**

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00




9. When there is more than one accounting code on a document the default is assigned to the first accounting code. Expenses may be allocated across multiple accounting codes using the five methods that are available in the Accounting Code Allocation Summary area of the Accounting Allocation Summary page.
- a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

*To allocate funds using this method:*

- (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.
- (2) Click the  **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.
- (3) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (4) Click  button to continue processing the document.


- b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other pays for the remaining days).

*To allocate funds using this method:*

- (1) Click on the asterisk (\*) in the Date column. The Allocate by Date page will be displayed.
- (2) Type in the begin date in the Begin Date (*mm/dd/yy*) field.
- (3) Click  **Date Changes** button. The Accounting Allocation Summary page is displayed again.
- (4) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (5) Click  to continue processing the document.

- c. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)



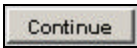
*To allocate funds using this method:*

- (1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.
- (2) Select the appropriate accounting code label for the expense.
- (3) Click the  **Allocation Changes** button in the **For this Document you can:** area in the upper right corner.



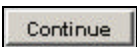
- d. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

*To allocate funds using this method:*

- (1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.
- (2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.

- (3) Click  **Expense Allocations** in the **For this Document you can:** area in the top right area.
  - (4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
  - (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
  - (6) Click  to continue processing the document.
- e. **Amount** indicates the amount of each expense item to allocate to an accounting code.

*To allocate funds using this method:*

- (1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.
  - (2) Enter the dollar amount to be allocated for the expense category in the amount column.
  - (3) Click  **Amount Changes** in the **For this Document you can:** area in the top right.
  - (4) Continue for each expense category listed.
  - (5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
  - (6) Click  **Allocation Screen** to return to the Available Accounting Codes page.
10. Click the  button to continue processing the document or click the **link** on the Document toolbar for the next page to be modified. The Totals page will be displayed if the Continue button was clicked.

## H. TOTALS

The Totals page summarizes the details of the expenses by category, organization, and accounting labels. The voucher will not be processed if the total amount claimed exceeds the total estimated expenses by 125% or more. An amendment to the authorization will be required prior to submitting the voucher.

**Setup Reports Logout Help** **Document Preparation**

**User:**  
Center: ADMIN  
**Traveler:**  
Kathi Traveler  
Voucher: 10-CFA09-10FL

**Total Details for 10-CFA09-10FL**

**Quick Tip**  
If necessary, enter changes and click OK.

**For this Document you can:**  
Calculate New Totals for Document  
Back Continue

Total Expenses: 650.00  
Nonreimbursable Expenses: 0.00  
Total Amount Claimed: 650.00

Govt Advance Outstanding: 0.00  
Govt Advance Applied: 0.00 0.00

Net to Traveler: 650.00  
(See Govt if negative)

Expenses on Govt Charge Card: 0.00  
Add Govt Charge Card Payment: 0.00  
Total Govt Charge Card Amount: 0.00  
Pay to Govt Charge Card: 0.00  
Pay to Traveler: 650.00

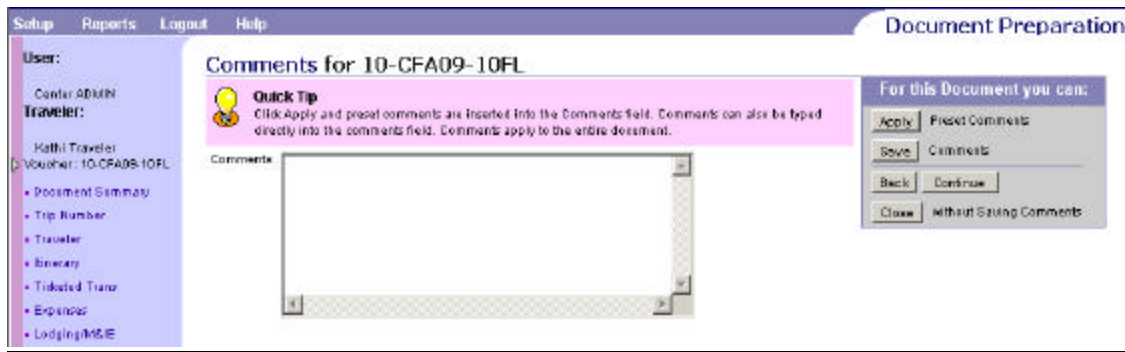
**Expense Category Details**

Trip	Expense Category	Organization	Account Label	Amount
1	COM.CARRIER	10	10-02-AA30	205.00
1	MSIE	10	10-02-AA30	105.00
1	RENTAL CAR	10	10-02-AA30	150.00

1. Review the details of the expense categories and the net due the traveler.
2. Click the **Continue** button in the **For this Document you can:** area in the top right to continue processing the voucher or click the **link** on the Document toolbar for the next page to be modified. The Comments page will be displayed if the Continue button was clicked.


## I. COMMENTS

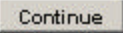
The Comments page displays the preset comments. Additional comments may be added into the comments textbox to justify any deviation from normal methods of travel or for special requests.




1. Review and make any necessary changes to the comments. Identify authorized changes to the expenses.

#### NOTE

*Use the  **Apply** Preset Comments button in the For this Document you can: area in the top right before adding any additional comments.*

2. Click the  **Continue** button in the **For this Document you can:** area in the top right to continue processing the voucher or click the **link** on the Document toolbar for the next page to be modified. The Status page will be displayed if the Continue button was clicked.

## **J. DOCUMENT STATUS**

Although the preparer creates the Voucher, only the Traveler can sign and stamp the document to route. The preparer closes the document by using the **Close Document** link on the Document toolbar or the  **Close** **Current Document** button on the Document Summary page. The preparer notifies the traveler that the document is ready to be reviewed and then stamped to route. The preparer can print a copy of the document prior to closing it.

Setup Reports Logout Help Document Preparation

User: Center ADMIN  
 Traveler: Kathi Traveler  
 Voucher: 10-CFA09-10FL

Document Summary  
 Trip Number  
 Traveler  
 Itinerary  
 Ticketed Trans  
 Expenses  
 Lodging/MSE  
 Accounting  
 Totals  
 Comments  
**Document Status**  
 Perform Pre-Audit  
 Preview Document  
 Export Document  
 Close Document

### Status for 10-CFA09-10FL

**Quick Tip**  
 The Signature PIN is case sensitive!

For this Document you can:  
 Stamp and Submit Document  
 Back Continue

Status to Apply: A TRAVEL AGENT  
 Signature PIN:  
 Remarks:

#### Document Routing

This is the routing path the current document will take once routed

Name	Status	Level
Traveler, Kathi	SIGNED	0

#### Document History

This is the status history for this document

Date/Time	Status	Name	Remarks
06/06/02 8:03AM EST	CREATED	Center ADMIN	

## K. PREVIEW DOCUMENT (PRINT THE DOCUMENT)

1. Click on the **Preview Document** link on the Document toolbar on the left side of the page.
2. The browser will launch a new window over the existing window. Use the scroll bar to see the additional pages.



03/04/02 VOUCHER		Voucher: 99-XX03-26AL	
PAGE 1 ** Read Privacy Act On Last Page **		TA Num: 99-XX200013	
1) NAME: DOE, JOHN .		SSN: 122-33-0001	
ADDR:		PHONE:	
Residence, USA 12345		MAIL CD:	
		ORG: 99-XX	
DUTY: NASA		TITLE:	
RES: Residence, USA		SEC CLR:	
HOURS: 8		CARD: CARD HOLDER	
Prepared By Vicky Preparer		Dest Code 99	
TZ: 6			
2) FROM	TO	TA NUMBER	TA DATE
03/26/2002	03/30/2002	99-XX200013	03/04/2002
		TRAINING	SINGLE
3) GTR/TICKET NO	VALUE	CR	CLS
See Itinerary 1	350.00		
4) ACCOUNTING CLASS CODE	TRIP 3	TRIP 2	TRIP 1
99-XX12345			526.00
1111112345..1234..99.02.42.00.XX.ABC			
99-XX54321			332.00
1111154321..1234..99.02.42.00.XX.ABC			
5) FINANCE OFFICE			
6) NON-REIMBURSABLE EXPENSES			
TOTAL AMOUNT CLAIMED		858.00	
ADVANCE OUTSTANDING		332.00	
ADVANCE APPLIED		332.00	
NET TO TRAVELER (GOVT)		526.00	
Copyright 1998 Gelco Information Network GSD, Inc.			
I certify that this Voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).			
7) TRAVELER SIGNATURE		DATE	
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).		8) VOUCHER NO:	
		SCHEDULE NO:	
		CERTIFIED BY:	
		DATE:	
9) APPROVED,		DATE	
		10) CASH RECEIPT DATE	
		AMOUNT \$	
		SIGNATURE	

EXAMPLE OF PAGE 1 OF A VOUCHER



03/04/02		VOUCHER		Voucher: 99-XX03-26AL	
PAGE 2		** Read Privacy Act On Last Page **		DOE 122-33-0001	

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO					1
DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST
-----					
03/26/2002		D-Residence, USA			
03/26/2002				AIR	350.00
03/26/2002		A-MONTGOMERY, AL			COMMERCIAL AIR
03/26/2002				TAXI	20.00
03/26/2002				TAXI	15.00
03/27/2002				TAXI	15.00
03/30/2002		D-MONTGOMERY, AL			
03/30/2002				TAXI	30.00
03/30/2002		A Residence, USA			
TOTAL TRANSPORTATION EXPENSES					430.00

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES						
DATE	ACTUAL LODGING	MEALS	M&IE	P-DIEM	OTHER EXPENSES	AMOUNT
	ALLOWED	B L D	ALLOW	RATE		
-----						
03/26	61.00	61.00	28.50	61/38		0.00
03/26					PERSONAL CALLS-DOMEST	5.00
03/27	61.00	61.00	38.00	61/38	TIPS FOR TAXI/LIMO	2.00
03/27					TIPS FOR TAXI/LIMO	4.00
03/28	61.00	61.00	38.00	61/38		0.00
03/29	61.00	61.00	38.00	61/38		0.00
03/30	0.00	0.00	28.50	61/38		0.00
03/30					TIPS FOR TAXI/LIMO	2.00
					-----	-----
244.00			171.00			13.00

---(13) COMMENTS:-----

Voucher due 5 days after completion of your trip.

VERCIV-RATE TBL DATE-02/01/02-Copyright 1998 Gelco Information Network GSD, Inc.

-----

Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov.

EXAMPLE OF PAGE 2 OF A VOUCHER

22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel, and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

EXAMPLE OF PAGE 3 OF A VOUCHER

03/04/02                      ACCOUNTING DETAIL                      Doc No:                      99-XX03-26AL  
 Copyright 1998 Gelco Information Network, Inc.                      DOE, JOHN                      122-33-0001

ACCOUNTING CLASS CODE	TRIP 1		
COM.CARRIER-			350.00
M&IE-			83.00
PERSON CALL-DOMESTIC			5.00
TAXI/TIPS-TAXI			88.00
99-XX12345	0.00	0.00	526.00

Organization: 99  
 11111112345..1234..99.02.42.00.XX.ABC

LODGING-			244.00
M&IE-			88.00
99-XX54321	0.00	0.00	332.00

Organization: 99  
 11111154321..1234..99.02.42.00.XX.ABC

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES		858.00
NON-REIMBURSABLE EXPENSES		0.00
TOTAL AMOUNT CLAIMED		858.00
GOV'T ADVANCE OUTSTANDING --	332.00	
GOV'T ADVANCE APPLIED -----	332.00	
		332.00
NET TO TRAVELER (GOVT) -----		526.00
GOV'T CHARGE CARD EXPENSES -	0.00	
GOV'T CHARGE CARD ATM ADV --	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD-----		0.00
PAY TO TRAVELER -----		526.00

EXAMPLE OF PAGE 4 OF A VOUCHER

03/04/02		DOCUMENT HISTORY		Voucher:	99-XX03-26AL
Copyright 1998 Gelco Information Network GSD, Inc.				DOE, JOHN	122-33-0001
-----					
STATUS	DATE	TIME	SIGNATURE NAME		
-----	-----	-----	-----		
CREATED	03/04/2002	1:06PM	Susie L. Smith		
I certify that the electronic signatures listed above are valid and on file.					
_____			_____		
SIGNED			DATE		

EXAMPLE OF PAGE 5 OF A VOUCHER

3. Use the browser and/or reader **Print** button to print the travel document.
4. Click the **X** in the upper right corner to close the Preview Document window. The Document Summary page will be re-displayed.
5. The preparer will close the document and notify the traveler to log into Travel Manager to sign, stamp and route the voucher.

[Setup](#)
[Reports](#)
[Logout](#)
[Help](#)

Document Preparation

**User:**  
Center ADMIN  
**Traveler:**  
Kathi Traveler  
Voucher: 10-CFA09-10FL

**Document Summary**  
• Trip Number  
• Traveler  
• Itinerary  
• Ticketed Travel  
• Expenses  
• Lodging/M&IE  
• Accounting  
• Totals  
• Comments  
• Document Status  
• Perform Pre-Audit  
• Preview Document  
• Export Document  
• Close Document

### Document Summary for Voucher 10-CFA09-10FL

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

**For this Document you can:**

**Trip Number:** 1  
Travel Authorization Number: 10-AA000000  
**Traveler Details:** 254-58-7548, Kathi Traveler  
Purpose Description:  
**Itinerary Details:** ORLANDO NAVAL & MC RESERVE CTRL 09/10/02 - 09/12/02  
**Ticketed Travel Details:** \$295.00  
**Expense Details:**  

Get	Delete	Date	Expense	Amount
		09/10/2002	RENTAL CAR	150.00
				Total: 150.00

**Lodging/M&IE Details:** \$105.00  
**Accounting Details:**  

Label	Amount
10-02-AA00	550.00
Total:	550.00

**Totals Details:**  

Reimbursement Type	Amount
Amount Claimed	550.00
NonReimbursable Expense	0.00
Advance Applied	0.00
Pay To Change Card	0.00
Pay To Traveler	550.00

**Enter Comments**  
**Document Status**

Enter Status/PIN to stamp this document  
Document Status: CREATED Awaiting: Traveler: Kathi   
Status To Apply: Signature PIN:    
A TRAVEL AGENT

## L. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

An existing document can be modified or it can be viewed in a view-only mode. If only the status of the document needs to be checked always open the document in the view-only mode. The steps to modify and view a document are cited below.

1. Click the **Open Existing Document** link on the Document toolbar on the left side of the page. The Traveler Listing (Open Document) page will be displayed.

Setup Reports Logout Help Document Preparation

User: Sude L. Smith  
Traveler:

Create a New Document  
Open Existing Document  
Review Documents  
Delete Documents  
Copy Document  
Import Documents

**Traveler Listing (Open Document)**

**Quick Tip**  
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

**Enter Search Criteria**

Last Name:  Search

Document Type: ALL

**Traveler List** Click on an entry to select it

Search Results: Prev 40 Next 40

Name	EID
Traveler, Sude	254587648

2. Enter the last name of the Traveler and click the **Search** button located to the right of the last name field.
3. All documents created for that traveler will be displayed in the Document Search (Open Document) area on the right.

Setup Reports Logout Help Document Preparation

User: Sude L. Smith  
Traveler:

Create a New Document  
Open Existing Document  
Review Documents  
Delete Documents  
Copy Document  
Import Documents

**Traveler Listing (Open Document)**

**Quick Tip**  
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

**Enter Search Criteria**

Last Name:  Search

Document Type: ALL

**Traveler List** Click on an entry to select it

Search Results: Prev 40 Next 40

Name	EID
Traveler, Sude	254587648


**Document Search (Open Document)**

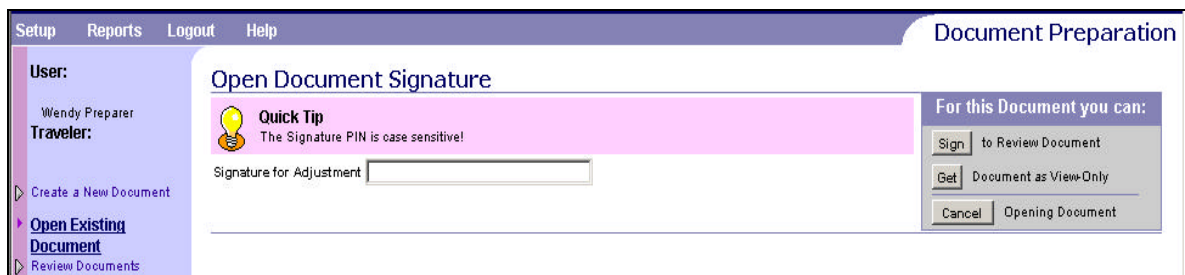
**Document List** Click on an entry to select it




Traveler: Sude L. Smith

Type	Document Name	Exp Date	Status	In Use
Authorization	10-CF808-10FL	09/10/02	SIGNED	
Authorization	10-CF808-20NC	09/20/02	NOT APPROVED	
Authorization	10-CF808-11NY	09/11/02	CREATED	
Authorization	10-CF807-20SC	07/20/02	SIGNED	
Authorization	10-CF807-16NC	07/16/02	A TRAVEL AGENT	
Authorization	10e0715TX	07/15/02	A TRAVEL AGENT	
Authorization	10e0715TX-1	07/15/02	CREATED	
Local Voucher	10-JE08-1005FC	07/15/02	SIGNED	
Voucher	10-CF808-10FL	09/10/02	A TRAVEL AGENT	
Voucher	10-CF808-11NY	09/11/02	CREATED	
Voucher	10-CF807-16NC	07/16/02	SIGNED	
Voucher	10e0715TX	07/15/02	DISBURSE	

- a. Documents that have been created but not routed will have **CREATED** in the Status column.

- b. Documents that have been created and are being routed will have various stamp values in the Status column, some of which may be SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, RETURNED, CANCELED, or DISBURSED.
  - c. The Travel Office has locked documents that have APPROVED, DISBURSED, DATALINK, A TRAVEL AGENT in the Status column. An amendment will be required to add additional expenses to the travel document. If the amount on the voucher exceeds the authorization amount by 125% or more an amendment will be required for the authorization to adjust for the difference.
4. Click the **Document** icon  for the document. The **Open Document Signature** page will be displayed if the traveler has signed the document.



5. The document can be opened one of two ways.
  - a. Enter the appropriate signature PIN in the Signature for Adjustment field and click the  **to Review Document** button in the **For this Document you can:** area in the top right if changes are to be made to the document.
  - OR
  - b. Click the  **Document as View-Only** button to open it as view only.
6. If the traveler has signed the document and changes are not being made to the document, click the  **Document as View-Only** button in the **For this Document you can:** area in the top right to open the document as view only. The Document Summary page will be displayed.

Setup Reports Logout Help

**User:**  
Center ADMIN  
**Traveler:**  
Kathi Traveler  
Voucher: 10-CFA09-10FL

**Document Summary**

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expense
- Lodging/MSE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audit
- Preview Document
- Export Document
- Close Document

**Document Summary for Voucher 10-CFA09-10FL**

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

**Trip Number:** 1  
Travel Authorization Number: 10-AA200000  
**Traveler Details:** 254-58-7548 , Kathi Traveler  
**Purpose Description:**  
**Itinerary Details:** ORLANDO NAVAL & MC RESERVE CTRL 09/10/02 - 09/12/02  
**Ticketed Trans Details:** \$285.00  
**Expense Details:**  
**Quick Expense:**

Edit	Delete	Date	Expense	Amount
		09/10/2002	RENTAL CAR	150.00
				Total: 150.00

**Lodging/MSE Details:** \$105.00  
**Accounting Details:**

Label	Amount
10-02-AA20	650.00
Total:	650.00

**Totals Details:**

Disbursement Type	Amount
Amount Claimed	650.00
Non Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Transfer	650.00

**Enter Comments:**  
**Document Status:**

Enter Status/PIN to stamp this document

Document Status: CREATED    Approving: Traveler, Kathi  
Status To Apply:    Signature PIN:    Remarks:    Stamp and Route

A TRAVEL AGENT

7. Click the **Document Status** link on the Document Summary page, or on the Document toolbar on the left side of the page, to view the Status page for the routing list.
  - a. The Document Routing indicates the next person to stamp the document.
  - b. The Document History indicates actions that have happened with the document.

Setup Reports Logout Help

**User:**  
Kathi Traveler  
**Traveler:**  
Kathi Traveler  
Voucher: 10-CFA09-10FL

**Document Summary**

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expense
- Lodging/MSE
- Accounting
- Totals
- Comments
- **Document Status**
- Perform Pre-Audit
- Preview Document
- Export Document
- Close Document

**Status for 10-CFA09-10FL**

**Quick Tip**  
The Signature PIN is case sensitive!

**For this Document you can:**  
Stamp and Submit Document  
Back Continue

Status To Apply: SIGNED  
Signature PIN:   
Remarks:

**Document Routing**    This is the routing path the current document will take and routed

Name	Status	Level
Traveler, Kathi	SIGNED	0

**Document History**    This is the status history for this document

Date/Time	Status	Name	Remarks
08/09/02 0:03AM EST	CREATED	Center ADMIN	
08/09/02 0:20AM EST	A TRAVEL AGENT	Center ADMIN	



- Click the **Close Document** link on the Document toolbar on the left side of the page to close the document.

## **M. REVIEW A DOCUMENT**

When the traveler has been notified by the preparer that the voucher is ready to be signed and stamped the steps listed below will assist the traveler through the signing process.

- Click the **Review Document** link on the Document toolbar on the left side of the page. The Review Document page will be displayed with a list of all documents ready to be reviewed.

Setup Reports Logout

**User:**  
Alice Preparer

**Traveler:**

- ▶ Create a New Document
- ▶ Open Existing Document
- ▶ Review Documents
- ▶ Delete Documents
- ▶ Copy Document
- ▶ Import Documents

- Click the **Document** icon for the document to be reviewed. The Document Summary page will be displayed.

**Document Summary for Voucher 10-CFA12-16FL**

**Quick Tip:** For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

**Trip Number 1**  
Travel Authorization Number: 10-AA200010

**Traveler Details:** 100.00.0001, ANDY TRAVELER

**Purpose Description:** Astronaut meeting at KSC

**Itinerary Details:** NASA KENNEDY SPACE FLIGHT CENTER, FL 12/16/03 - 12/19/03

**Ticketed Trans Details:** \$245.00

**Expense Summary**

Bill	Date	Expense	Amount
✗	12/16/2003	LODGING TAXI	13.50
✗	12/16/2003	OFFICIAL CALLS	5.00
✗	12/16/2003	SUBWAY	2.50
✗	12/16/2003	TAXI	25.00
✗	12/17/2003	OFFICIAL CALLS	5.00
✗	12/18/2003	OFFICIAL CALLS	5.00
✗	12/19/2003	OFFICIAL CALLS	5.00
			<b>Total: \$1.00</b>




**Lodging/M&IE Details:** \$212.00

**Accounting Summary**

Level	Amount

**Totals Summary**

- Review the document for accuracy. The Document Summary page summarizes the information on the document. All data entered on the document can be

- viewed from this page. Click on any link within the document to view more details and/or to make changes on the document. *(To modify the document refer to the specific section in this document for the area you want to change.)*
4. Click the **Document t Status** link on the Document toolbar on the left side of the page or the **Document Status** link on the Document Summary page. The Status page will be displayed.
  5. The **Status to Apply** field is defaulted to SIGNED. DO NOT CHANGE IT.
  6. Type the Signature Pin in the **Signature PIN** field.
  7. Click the  and **Submit Document** button in the **For this Document you can:** area. The Pre-Audit page will be displayed.
  8. Review the Pre-Audits Results page that Travel Manager processes for the document.
  9. If any item needs attention, the word “FAIL” will be in the Status column. A comment describing the failure will appear in the Comments column. A “FAIL” is a flag to draw attention to a particular process to ensure the preparer has entered and reviewed the data correctly. A FAIL status will not prevent the document from routing.
  10. Click the  **Stamping the Document** button in the **For this Document you can:** area in the top right. The signature certification page will be displayed.
  11. Read the signature certification. If in agreement, click the  **Signature Text** button in the **For this Document you can:** area. The document will be stamped and routed. The Travel Manager main page will be displayed. No other message will be indicated to let you know the document has been routed.
  12. To view the status of the document, refer to the instructions in the Open Existing Document section.